6

ENTERING DATA

The DATA ENTRY Menu

ADD

Once you have customized your system, you may begin entering data. At the top of the screen you will notice that an interview number is displayed. Please make a note of this number on the data entry sheet in the space provided. The number you see is made of a two digit NMFS state code (from the reporting state), a two digit station code and a five digit sequential number. All interviews will be numbered automatically for you. If you decide that you need to change the sequential number, you may press the [Esc]ape key and access the "Change Next Interview Number" option of the Interview feature of the Main Menu.

Please note that all the values that you entered as defaults appear in the appropriate fields, except, of course, those fields that you intentionally left blank.

Type all information closely following the data entry form. If you leave Sampling Site County and Port blank, the system will fill the fields with the Reporting Area County and Port when you press the [Enter] key. If you leave the Starting Reporting

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┌─────────────────────────────────────────────────────────────────────┐
│ Tip Version 4.0            Data For Interviews           11/10/1999  │
└─────────────────────────────────────────────────────────────────────┘
                              Section I
Pick List Available
                   ┌─────────────────────────────────────┐
                   │ Interview Number:  103700021        │
                   └─────────────────────────────────────┘
┌─────────────────────────────────────────────────────────────────────┐
│ Target Fishery:█  Fishing Mode: CM   Agent: █  │ Interview Date: / / │
├─────────────────────────────────────────────────────────────────────┤
│      REPORTING AREA                    SAMPLING SITE                 │
│ County: █  Port: ██      State: FE  County: █  Port: ██   Location: █ │
├─────────────────────────────────────────────────────────────────────┤
│      REPORTING PERIOD           Information Source:     Trip Type:   │
│ Start: / /      End: / /                SS                  █        │
├─────────────────────────────────────────────────────────────────────┤
│  TIME OF DATA COLLECTION    Bias Type:  Interview Type:  Landing Type:│
│ Begin: :█     End: :█         NB            FS               CL      │
├─────────────────────────────────────────────────────────────────────┤
│ Crew Size:  Days Out: Days Fished: Termination: Vessel ID: ████      │
│       0       0.0       0.0          NR        Vessel Length:  0     │
│ Gear: ██   Hrs Fished:  0.0    Area:  0.0      Vessel Name: ██████   │
├─────────────────────────────────────────────────────────────────────┤
│                         F7 Previous Int F9 Previous section Esc Done │
│ F4 Notes F5 Pick List F6 Add Int F8  Next Int F10  Next section F1 Help│
└─────────────────────────────────────────────────────────────────────┘
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Period blank, it will be filled with the Interview Date when you press the [Enter] key. Similarly, if you leave the Ending Reporting Period blank, it will be filled with the Starting Reporting Period when you press the [Enter] key.

If you attempt to bypass required fields, the program will display a message explaining what must be input into the field. If the data required can be selected from a list of valid codes, a Pick List will appear. You can keep these error messages from displaying by turning the Field by Field Validation off which is explained earlier in this manual.

How to use the Pick List

A Pick List is a list of codes that is displayed on the screen to help you find a valid code for a field without having to use the manual. These pick lists are "context sensitive", that is, a list with only the codes that are valid for the field that your cursor is on will be displayed. The Pick List will appear if you attempted to input invalid data into a field. You may also force the pick list to appear if you press the function key [F5].

Once the Pick List is displayed you may:

Press the Escape Key: If you already know the correct code and simply made a typing error you may press the [Esc]ape Key. The list will disappear and the cursor will be placed on the field once again to wait for you to enter a valid code.

Press the Down and Up arrow keys: By pressing the Up and Down arrow keys, you will be able to locate the desired code. Once you have highlighted the correct option from the list, you may press the [Enter] key and the field will be automatically filled for you with the alphanumeric code from the list. If you prefer to use the numeric code, use the [Tab] key to highlight the numeric code and

then press the [Enter] key. The same is true of the fish codes, except when the ERDMAN or OECS list has been selected. In those cases, pressing the [Enter] key will automatically insert the ERDMAN or OECS code.

Press the function key [F5]:   The function key [F5] allows you to search the list of valid codes. This is particularly helpful if the list of valid codes is very long, as in the case of gear codes and fish codes. After pressing the function key [F5], a small screen will appear in which you may enter the item you wish to find. You may search on the description, alphanumeric code or numeric code in most cases, and you will also be able to search on scientific name, common name, NODC code and NMFS code when trying to locate a fish. If the search is unsuccessful, the cursor will be placed immediately after the item that most closely matches your entry.

Once you have located the appropriate code, press the [Enter] key and the field will be filled automatically for you.

Help! The description I need does not appear on the list!

It is likely that there will be a need for new codes. If you are caught in this situation, contact the TIP coordinator to express the need for a new code. If the TIP coordinator finds that there is indeed a need for a new code, one will be added and the list of valid codes will be modified and distributed immediately. You will have to wait until this new file is sent to you and you have copied it to your hard drive before you can finish entering the interview. You can, however, continue entering all other records that do not have the missing code.

To obtain a new list of valid codes fast, please contact Josh Bennett at (305)361-4485. The lists of codes can only be updated at the Southeast Fisheries Center to maintain standard codes throughout the TIP user community.

Entering Trip Notes.

Pressing the function key [F4] will display a box in the center of the screen. You may enter in this box any information pertinent to that trip in any format or any length. These notes are to remind you of special circumstances regarding data collection, the trip or the landing site, that may help you and the analyst make better use of the data. Pressing the function [F10] will save your notes and return you to data entry, while the [Esc]ape key will return without saving the new text.

Note: The information included in the Tip Notes is not included in the ASCII file that is created when you prepare the Batch for SEFSC. However, the note is still available on your microcomputer.

Moving from section to section.

The TIP Data Entry Program allows you to move backward and forward among sections. You can also move backward and forward among interviews.

Two function keys have been reserved to move among sections.   The function key [F10] moves you to the next active section. The function key [F9] moves you to the previous section. If you are at the last active section, the [F10] key will take you to the Section I of the same interview.

Moving from interview to interview.

If you find that you have made a mistake, you can access previously entered interviews to make the necessary corrections, without having to exit and go to the Modify Interview option.

By pressing the function key [F7] you can view the previous interview. The interview will be displayed in the same section that you are currently on.

For example, while entering the sixth interview on a given day, you notice that you have been entering the Weight Type code for Gutted in Kilograms, while in reality the weight type was Gutted in Pounds. Before you forget, you can simply press the function key [F7] and you can go to all previous sections IV of each interview to make the necessary changes. The interview number at the top will show you the number of the current interview.

Once you have reached the first interview on file, pressing the function key [F7] will continue to display the first interview. Conversely, if you have reached the last interview, pressing the function key [F8] will continue to display the last interview.

Adding new records to Sections II and higher.

After you have completed entering data for one record, if you wish to add a new record you must press the function key [F2]. This will add a new record, using all information from the previous record as new defaults. If you enter data using the numeric keypad, you may use the key [+] to add a new record.

Pressing the function key [F2] will automatically update the Replicate, Sample and Line number where appropriate.

Moving among fields and records.

If after you have entered data in a section you wish to go back and make changes, you can use the following keys:

[Tab] key: Will move you forward from field to field. If you are positioned on the last field of a record, your cursor will go to the first field of that record.

Shift + [Tab] key: Will move you backward from field to field. If you are positioned on the first field of a record, your cursor will go to the last field of that record.

[*]: Will move the cursor five fields to the right. Use the [*] located on the numeric key pad.

[Ctrl] +[Z]: Will also move the cursor five fields to the right**.**

Function Key [F5]: Will display a context sensitive Pick List. In Section III, the pick list for Gear and Area will list all of the gear/area combinations you entered in Section II, to enable you to select the proper gear and area easily.

Left and Right arrow: Will move you backward or forward one character at a time.

Up and Down arrow: Will move you to the previous or next record.

**Page Up and Page Down:** Will move your cursor several records at a time.

Deleting the contents of a field.
If you would like to clear a field you may press [Ctrl] key and the letter [Y] (hold the control key

down and press the [Y] at the same time). The space bar, backspace and 0 will also work, but generally require more keystrokes.

Deleting a record.

To delete a record, select the desired record by highlighting it with the Up and Down arrows and press the function key [F3]. The record will not disappear immediately but instead a very small dot will appear to the left of the record. This dot indicates that the record has been marked for deletion and that it will be removed from the database. If you decided that you did not want to remove the record after all, you may press the function key [F3] once again. You will notice that the small dot disappears. The records marked with a dot will be permanently removed once you add a new record.
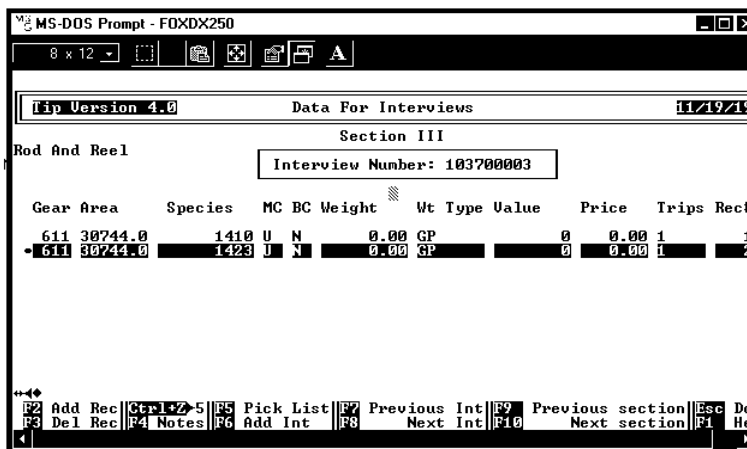
Adding a new interview.

To allow the flexibility to move back and forth among sections and interviews, new interviews must be added by pressing the function key [F6]. One advantage of using the function key [F6] is that you may add a new interview even if you have passed several interviews back. The new interview will be added automatically to the file, with the next valid interview number.

Ending a data entry session.

When you are ready to stop data entry or if you wish to return to the Main Menu, press the [Esc] key.

How can I interrupt a Data Entry Session in the middle of an interview and come back to it later?

Because of the length of the TIP interviews, it is sometimes necessary to stop entering data in the middle of an interview and complete it at another time.

You may stop entering data at ANY TIME by pressing the [Esc]ape key. No data will be lost and you will be back in the Main Menu. You will be able to complete the interview when you return by selecting the "Modify Interview" option of the Data Entry feature on the Main Menu. Remember to make a note of the Interview Number you need to complete and the place and section at which you stopped.

Since you can now move to a previous section, you may decide to go to the Add Interview option and then use the function key [F7] to access any interviews that may be left incomplete.

Every screen has a field labeled "Other" that is not on the data entry sheets? What is it for?
Because of the large TIP user base and the many differences in landing sites throughout the United States and the Caribbean nations, this field was added to allow the entry of additional information that may be of interest to the data collection agent but is not currently a part of the TIP system. The field is a 10 digit character field and is presently not stored in SEFSC mainframe files.

The cursor disappears when I reach the Species code field. Why?

The cursor disappears to indicate that you are in an Edit Field. If you have a color monitor you may have also noticed that the field changed colors. This type of field called "Edit" allows you to enter a four digit species code after entering a 10 digit code that has carried from the previous record without having to manually delete the 6 extra characters. This is the way the programming language lets the user know that the field will behave a little differently. If you move the arrow keys or start typing, the cursor will reappear.

Entering Lengths by Size Classes

Some states collect data in a length frequency format, that is they use tally sheets with pre-assigned length categories and then simply enter the number of fish for each length class as they are measured. The TIP program will calculate the change in class automatically for you once you have entered a value for the Lower Length (beginning of the size class) and the Upper Length (end of the size class). When you add a new record, the value in the Upper Length of the previous record will be entered as the Lower Length for the new record, and the Upper Length will be filled with the value of the Lower Length plus the difference between the Upper and Lower Lengths of the previous record.

If you do not need to enter data in a size class format, you can simply leave the Upper Length field as 0. The Lower Length field will be carried to the new record and the Upper Length will be left as 0.

If you have set up the program to enter recreational data, the program will assume that you are using both columns to enter Fork and Total lengths and it will not compute the size class for you. The length fields will carry the information from the previous fields.

The word "System" appeared on the upper left hand corner of the screen. What is it?

The word "System" appeared because you accidentally pressed the [Alt]ernate key. This key activates the FoxPro system menu. If you press the [Enter] key, you will see a menu with several useful options, which are outside of the scope of the TIP data entry system but that some users find very useful. Pressing the [Esc]ape key will exit this menu without terminating your data entry session.

MODIFY

There is sometimes a need to correct data. Other times, it is necessary to complete interviews that were interrupted. To do this you may select the "Modify Interview" option of the "Data Entry" feature on the Main Menu.

You will be asked to enter the year and the number of the interview (remember that the interview number consists of the two digit NMFS state code, two digit duty station code, and five digit number that you copied off the top of the screen when you first entered the interview).

If the number you entered is incorrect, the program will display a message asking you to try again. If you cannot remember the number, press the [Esc]ape key to clear the message, then press the function key [F5] to display a list of all the interviews on file.

You can use the Up and Down arrow keys to locate the desired interview. Once found, press the return key and the interview year and number will be inserted for you.

Once you have entered the correct interview year and number, a small menu will be displayed so that you may select the section that you wish to modify or to which you have to add data. If there is data for that section it will be displayed, if not, a blank record with the selected defaults will be added for you so that you may begin entering data.

Please note that you will only be able to enter data in the sections you selected with the Select Section option of the Default menu. And, all of the function keys available during the ADD option are available during the MODIFY option also.

SUMMARY OF KEYS

Function Key [F1]: It is used to display context sensitive help.

Function Key [F2]: Available in sections II, III, IV, V and VI. It is used to add new records. Using the function key [F2] automatically updates the Replicate, Sample and Line Number where appropriate. The key [+] may also be used to add records.

Function Key [F3]: Available in sections II, III, IV, V and VI. It is used to delete a record.

Function Key [F4]: Available in all sections. It is used to enter information about the interview that is considered of value.

Function Key [F5]: It is used to display a list of valid codes when available. Once a Pick List is displayed, pressing the Function key [F5] again will allow you to search the list for a particular value.

Function Key [F6]: It is used to add a new interview. It automatically updates the interview number.

Function Key [F7]: It is used to move to the previous interview.

Function Key [F8]: It is used to move to the next interview.

Function Key [F9]: It is used to move to the previous section.

Function Key [F10]: It is used to move to the next section. The key [/] can also be used to move to the next section.

[Esc]ape Key: It is used to end data entry and return to the Main Menu.

[*] Key: Tabs five fields to the right of the current cursor location during data entry. The asterisk is used because it allows you to advance five fields without removing your hand from the numeric keypad. The [Ctrl] + [Z] key combination can also be used.

[+] Key: Available in sections II, III, IV, V and VI. It is used to add new records. Using the key [+] automatically updates the Replicate, Sample and Line Number where appropriate. The function key [F2] can also be used to add records.

[/] Key: It is used to move to the next section. The function key [F10] can also be used to move to the next section.

[Ctrl] + [Z]: Tabs five fields to the right of the current cursor position during data entry. The keys [Ctrl] and [Z] are used because they are accessible with the left hand without having to remove your hands from the keyboard. The [*] key on the numeric key pad can also be used.

DELETE

If you have made many errors or are unsure of the quality of an interview, you may choose to remove the interview from the database entirely.

If you find that you need to delete an interview from the database, you may select the "Delete Interview" option of the Data Entry feature on the Main Menu.

As in "Modify Interview" you will be asked to enter the year and the

number of the interview you wish to remove from the database. If you need to see a list of available interviews, press the function key [F5]. You can use the Up and Down arrow keys to locate the desired interview. Once found, press the [Enter] key and the interview year and number will be inserted for you. Section I of the interview will be displayed and you will be asked to confirm whether that is the interview you wish to delete, by pressing "Y" or "N". If you press "N" or the [Enter] key, the interview will NOT be deleted. If you press "Y", the interview will be PERMANENTLY removed from the database.

FRAME SURVEY

The Frame Survey option will allow the entry of frame survey information. It has been included for the use of those countries where sampling rather than census data collection is performed. With this information, complete catch and effort reporting will be possible. This portion of the program is not currently in use in the United States.

To add new records to the frame survey file press the function key [F2].   To delete an unwanted records, press the function key [F3]. When you are done, press the function key [F10] to save you work.